



# Department of Defense INSTRUCTION

NUMBER 1120.11

April 9, 1981

---

---

ASD(MRA&L)

SUBJECT: Programming and Accounting for Active Military Manpower

References: (a) DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements," March 12, 1976  
(b) DoD Directive 5000.20, "Management and Dissemination of Statistical Information," August 8, 1979  
(c) DoD Directive 5124.1, "Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)," April 20, 1977  
(d) through (w), see enclosure 1.

## 1. PURPOSE

This Instruction establishes uniform policies, procedures, and definitions for military manpower accounting and programming within the Department of Defense. Cross-Service consistency in manpower reporting is necessary for effective management of defense military manpower.

## 2. APPLICABILITY AND SCOPE

2.1. The provisions of this Instruction apply to the Office of the Secretary of Defense (OSD) and the Military Departments (hereafter referred to as "DoD Components"). As used herein, the term "Military Services" refers to the Army, Navy, Air Force, and Marine Corps.

2.2. Its provisions encompass all active military manpower authorizations directly funded from DoD active duty military personnel appropriations, including reimbursables, and accounted for or programmed in the Five-Year Defense Program (FYDP) and in other reports submitted to the OSD under the provisions of references (a) through (r).

### 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2. These terms should be used as the standard vocabulary for manpower accounting and programming communications among the Military Services and DoD Components. The references above (as continued in enclosure 1) include the principal documents for which these definitions apply. These standard terms have been registered in the DoD Data Element Program, in accordance with the policies of DoD Directive 5000.11 (reference (s)) and DoD Instruction 5000.12 (reference (t)).

### 4. POLICY

DoD Components involved in military personnel reports and projections shall conform to the procedures in this Instruction. Detailed accounting and programming practices within the Military Departments shall be internally consistent and supportive of these procedures.

### 5. PROCEDURES

5.1. General. These rules cover standard procedures for total strength accountability, for reporting of Individuals, and for program projections of both Individuals and force-structure allowance. When not specifically addressed, manpower programming practices shall be consistent with the rules and definitions applicable for manpower accounting. Thus, projected strength estimates for a given category, such as transients or patients, must represent the same set of personnel defined in that category for accounting purposes.

#### 5.2. Military Manpower Accounting

##### 5.2.1. Total Strength

5.2.1.1. Active duty military personnel shall be counted and reported as part of total Service strength beginning on the date of their enlistment, their reporting to active duty, or their return to military control. They shall continue to be so counted until separation, release from active duty, retirement, death, or loss from military control (see 5.2.1.2.). Personnel shall be counted as gains to active military strength on the effective date of the gain action. They shall be dropped from military strength

on the effective date of the loss action. Comparable effective date procedures shall be followed for changes of status within military strength, such as transfers between and among force structure units and Individuals accounts.

5.2.1.2. Active duty military personnel who are outside of military control and whose date of return to military control is uncertain shall not be reported as part of active military strength. Prisoners of war and missing personnel shall be dropped on the date their status is officially declared. Deserters shall be so declared and dropped after 30 days' absence without leave. As an exception to this rule, the Air Force may retain deserters for 180 days before dropping them from military strength. Prisoners sentenced to confinement in a domestic civil or foreign penal institution (or otherwise detained in a foreign country) for 6 months or more shall be dropped when their sentence begins. Personnel sentenced to confinement with a bad conduct or dishonorable discharge shall be dropped on approval of the discharge by the convening authority even though the individual remains in military confinement or on appellate leave without pay.

5.2.1.2.1. Active duty military personnel excluded from military strength may be entitled to pay and benefits as military members. Exclusion from military strength reporting does not, by itself, affect status as an active duty member.

5.2.1.2.2. Appropriations for active duty military personnel entitled to pay and benefits but not reported in military strength shall be requested separately as a nonstrength-related budget entry.

5.2.2. Individuals. The military personnel in this group are those not in the force structure and consist generally of transients, holdees, students, trainees, and cadets.

5.2.2.1. Transients. All military members who are not available for duty while executing permanent change of station (PCS) orders (defined by appendix J of the Joint Travel Regulations (reference (u))) shall be reported as transients. Transients shall comprise all military personnel in a travel, proceed, leave enroute, or temporary duty enroute status on PCS orders to execute an accession, separation, training, operational, or rotational move, as defined by DoD 7110.1-M (reference (v)). Personnel who are not available for duty during a no-cost move because of leave or temporary duty enroute shall also be included in the transients category. Transients shall not include military members who are on temporary duty for training enroute to a new permanent duty station (counted as students); who are moving to or between initial entry courses of instruction (except members traveling from the last initial entry

course to the first duty station, who shall be counted as transients); or who are participating in an organized unit move. Transients are defined by program element 887320 in DoD 7045.7-H (reference (w)).

5.2.2.2. Students. Students shall include all active military personnel who are attending noninitial entry courses of instruction in a PCS status (normally a combined course length of 20 weeks or more at one location) or in a temporary duty status while executing a PCS. Noninitial entry training includes all formal courses of instruction attended after arrival at a member's first permanent duty assignment. Officer candidates, except those individuals who enter active duty and report directly to Officer Training School, shall be included as enlisted students. Students shall not include Reserve component personnel temporarily on active duty for training and undergoing motivational or rehabilitation training who are not counted as active strength. Students are defined by resource identification codes in DoD 7045.7-H (reference (w)).

5.2.2.3. Enlisted Trainees and Officer Accession Students

5.2.2.3.1. Enlisted trainees and officer accession students shall include those active duty enlisted and officer military personnel who have not completed initial entry training. Enlisted initial entry training includes recruit training, initial skill training, and other proficiency or developmental training accomplished before travel to the member's first permanent duty assignment. Also included as enlisted trainees are individuals who enter Officer Training School directly following enlistment on active duty. These members shall be considered enlisted trainees from initial entry on active duty until they are commissioned. Once commissioned, they shall be considered officer accession students during subsequent initial entry training or until they begin travel to their first permanent duty assignment. Officer initial entry training includes officer basic courses and all initial skill and proficiency training taken before travel to the member's first permanent duty assignment. Initial entry training shall also include all in-transit time from entry on active duty until completion of the last initial entry course of instruction.

5.2.2.3.2. Enlisted trainees and officer accession students shall not include the following: Reserve component personnel temporarily on active duty for recruit or other training who are not counted as part of active military strength; personnel entering active duty who are traveling to their first permanent duty assignment with no initial entry training enroute; personnel who have completed all initial entry training and have begun travel to their first permanent duty assignment; enlisted personnel engaged in on-the-job training at their first permanent duty

assignment; students in Reserve Officer Training Corps (ROTC), Reserve Officer Candidate (ROC) program, Aviation Reserve Officer Candidate (AVROC) program, and Platoon Leaders Class (PLC) program; Service academy cadets and midshipmen; and Armed Forces Health Professional Scholarship program students.

5.2.2.3.3. Enlisted trainees and officer accession students are defined by resource identification codes in DoD 7045.7-H (reference (w)).

5.2.2.4. Cadets and Midshipmen. Cadets and midshipmen shall include all student members of Military Service academies. Cadets and midshipmen are defined by resource identification codes in DoD 7045.7-H (reference (w)).

5.2.2.5. Holdees. These personnel are active duty military members who are dropped from the assigned strength of a force structure unit and attached to a "holding" activity because of medical nonavailability, disciplinary non-availability, or pre-separation nonavailability as described in program element 887210 in DoD 7045.7-H (reference (w)).

5.2.2.5.1. Patients. Military members shall be reassigned to a medical holding detachment and counted as Individuals strength in applicable manpower reports only in the following cases: when hospitalization has exceeded or is expected to exceed 90 days for land-based units or 30 days for members on sea duty; when hospitalization results from injury in a combat area; when hospitalized and return to duty is unlikely; or when reassignment of transient personnel or members otherwise separated from their units must occur to ensure efficient personnel management.

5.2.2.5.2. Prisoners. A military member shall be reassigned to a holding detachment or to a disciplinary status and included in Individuals strength when the member has been convicted by military or civilian court and sentenced to confinement of 30 days or more (if confinement is 6 months or longer, see paragraph 5.2.1.2. on dropping from military strength); the member is awaiting disposition after having returned to military control from a dropped-from-strength status; or the member must be reassigned from sea duty to ensure operational readiness of a ship.

5.2.2.5.3. Separatees. Active military members who must be reassigned to a transfer activity or some other separation activity to undergo separation out-processing or to await administrative discharge shall be accounted for as separatees in the Individuals strength.

5.2.3. Nonavailable Unit Personnel. Personnel who are not available to

perform mission-related duties but whose availability for duty is controllable, directly or indirectly, by a unit, installation, or senior local commander shall not be included in Individuals strength. This includes personnel on leave within units, on additional duties or details, on sick call or short-term hospitalization, or nonmission-related local training (such as, race relations or noncommissioned officer preparatory schools), skill progression training, or professional military education who are on a temporary duty basis and will return to their unit. Such personnel shall be accounted for as members of the permanent unit to which they are assigned.

### 5.3. Military Manpower Programming

#### 5.3.1. Individuals Programming

5.3.1.1. Projection of Individuals manpower shall show the Military Services' best estimates of expected actual Individuals strength at the end of the fiscal year.

5.3.1.2. Every 2 years the Military Services, except the Army, shall update and submit as part of the budget estimate (beginning with the FY 83 budget estimate) a list of programming factors used to calculate Individuals end strength (described at enclosure 3) and a brief description of the method and sources of data used to develop the factors. The Army which, uses a more complicated modeling technique to project Individual end strength, shall provide an audit of their success in projecting. Specifically, the Army shall provide a comparison of the monthly end strengths versus the projections of those strengths for the two previous fiscal years. The projection data should be that which supported the near year column of the preceding President's budget.

#### 5.3.2. Force Structure Programming

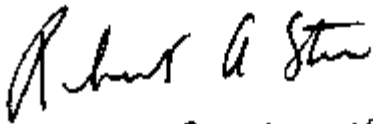
5.3.2.1. In each force structure program element of the FYDP (excludes Individuals manpower in program elements 887210, 887320, and resource identification codes 0041-0048 and 0132-0142 in DoD 7045.7-H (reference (w))), the Military Services shall show their end-year active military manpower authorizations for the current, budget, and program years.

5.3.2.2. Any difference between expected actual (attainable) force structure strength and the summation of all programmed force structure manpower authorizations for a fiscal year shall be shown as the force structure deviation, program element 887220 in DoD 7045.7-H (reference (w)). A negative force structure

deviation signifies an expected temporary undermanning of the force structure at the end of a fiscal year. A positive force structure deviation signifies a temporary overmanning of the force structure at the end of a fiscal year.

#### 6. EFFECTIVE DATE AND IMPLEMENTATION

The provisions of this Instruction are effective August 1, 1981. Forward one copy of the implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.



Acting Assistant Secretary of Defense  
(Manpower, Reserve Affairs, and Logistics)

Enclosures - 3

- E1. References, continued
- E2. Definitions
- E3. Submission of Manpower Programming Factors

## E1. ENCLOSURE 1

### REFERENCES, continued

- (d) [DoD Directive 1000.17](#), "Department of Defense Personnel Assigned to Duty Outside the Department and Supporting Non-DoD Activities," May 31, 1977
- (e) [DoD Directive 1100.4](#), "Guidance for Manpower Programs," August 20, 1954
- (f) [DoD Instruction 1110.1](#), "Defense Manpower Requirements Report (DMRR)," June 28, 1979
- (g) [DoD Instruction 1120.6](#), "Monthly Report of Military Strength (DD-M(M)220)," September 11, 1964
- (h) [DoD Instruction 1300.14](#), "Enlisted Personnel Management Planning and Reporting," November 16, 1978
- (i) [DoD Directive 1304.20](#), "Enlisted Personnel Management Systems," October 8, 1974
- (j) [DoD Directive 1315.7](#), "Military Personnel Assignments," December 6, 1977
- (k) DoD Directive 1327.5, "Leave and Liberty," June 29, 1974
- (l) DoD Directive 7000.1, "Resource Management Systems of the Department of Defense," August 22, 1966
- (m) DoD Directive 7045.7, "The Planning, Programming and Budgeting System," October 29, 1969
- (n) [DoD Instruction 7710.3](#), "Reporting of Personnel and Payroll Outlays by Operating Location," August 24, 1979
- (o) DoD Instruction 7730.56, "Monthly Report of Personnel Statistics," September 15, 1975
- (p) OASD(ISA) Memorandum, "MAAG, Missions, Military Group Strength Report," January 10, 1974
- (q) OASD(MRA&L) Memorandum, "Quarterly Report of Active Manpower Strength by DoD Manpower Category," September 12, 1974
- (r) [DoD Instruction 1100.19](#), "Wartime Manpower Program Policies and Procedures," September 8, 1980
- (s) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
- (t) DoD Instruction 5000.12, "Data Elements and Data Codes Standardization Procedures," April 27, 1965
- (u) Joint Travel Regulations, Volume I, April 1977
- (v) DoD 7110.1-M, "Department of Defense Budget Guidance Manual," July 7, 1978, authorized by [DoD Instruction 7110.1](#), October 30, 1980



- (w) DoD 7045.7-H, "FYDP Program Structure Handbook," June 1979, authorized by [DoD Instruction 7045.7](#), October 29, 1969

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Actual Strength. The number of personnel in, or projected to be in, an organization or account at a specified point in time.

E2.1.2. Assigned Strength. Actual strength of an entire Service, not necessarily equal to combined unit actual strengths since individuals may be assigned but not joined.

E2.1.3. Authorized Strength. The total strength authorized by Congress (for internal Service applications only). Authorized strength may be used synonymously with documented strength as defined below.

E2.1.4. Average Strength. The arithmetic mean strength for a specific time span. The average strength for 1 year is equivalent to workyears

E2.1.5. End Strength. Strength at the end of a fiscal year and synonymous with end-year strength. Single point strengths for other points in time must be specified, such as end first-quarter strength.

E2.1.6. Force Structure. The totality of units in a DoD Component.

E2.1.7. Force Structure Deviation. The difference between projected force structure allowance and projected actual force structure strength. Force structure deviation is the representation of over or undermanning of the force structure. Force structure deviation shall be specified as end deviation, the deviation occurring at the end of the fiscal year, or average deviation, the arithmetic mean of the end-month deviations occurring over the fiscal year.

E2.1.8. Force Structure Strength. The total strength of a DoD Component that pertains to units. Encompasses all strengths except Individuals.

E2.1.9. Individuals. A defense planning and programming category that includes transients; students and trainees; cadets and midshipmen; and holdees.

E2.1.10. Manpower Accounting. The process of recording and maintaining the current and historical actual strength of a DoD Component, to include all status information essential for personnel management and force readiness determination.

E2.1.11. Manpower Programming. The process of compiling and projecting future manpower requirements; documenting these requirements; integrating them into the overall planning, programming, and budgeting process; and translating them into a form that provides a basis for personnel procurement, training, and assignment.

E2.1.12. Nonavailable Unit Personnel. Personnel who have been diverted to tasks other than their primary duties but whose availability for duty is effectively controllable, directly or indirectly, by a unit, installation, or senior local commander. Not a part of Individuals strength; a component of force structure strength.

E2.1.13. Documented Strength. The peacetime or wartime strength appearing on unit manning documents for a specific point in time.

E2.1.14. Strength. A quantity of personnel (manpower).

E2.1.15. Unit. Any military element with a structure prescribed by competent authority, such as a table of organization and equipment or manning document.

### E3. ENCLOSURE 3

#### SUBMISSION OF MANPOWER PROGRAMMING FACTORS

The following programming factors shall be submitted to the Office of the Assistant Secretary of Defense (Comptroller) as an addition to the budget estimate at least every 2 years, beginning with the FY 82 submission.

E3.1.1. Average length of time for completion of PCS accession, separation, training, and operational, rotational, and no-cost moves.

E3.1.2. Programming factors and methodology used to develop end-strength estimates for students, trainees, officer accessions, and transients.

E3.1.3. Programming factors used to project the end strength of holdees based on historical strength of holdees as a percentage of end strength.

## RESOURCE IDENTIFICATION CODE DEFINITION

TRAINEESEnd Strengths - Memo Non-Add

	<u>Army</u>	<u>Navy</u>	<u>Marine Corps</u>	<u>Air Force</u>
Active Service Enlisted Trainees	0135	0136	0137	0138

Enlisted Trainees comprise those active duty enlisted personnel who have not completed initial-entry training. Enlisted initial-entry training includes recruit training, initial skill training, and any other form of proficiency training accomplished prior to commencing movement to the member's first permanent duty assignment. Enlisted Trainees also includes all in-transit time commencing upon entry into active service through completion of the final course of initial-entry training which terminates Enlisted Trainee status. Personnel destined for Officer Candidate School but in recruit or initial-skill training will be counted as Enlisted Trainees.

Excludes:

Reserve component personnel temporarily on active duty for recruit or other training provided by the active forces who are not counted as part of active strength.

Personnel who have completed all entry-level and proficiency training and have commenced travel to a first permanent duty assignment (counted in program element 887320, Transients).\*

Personnel entering active duty who are traveling to their first permanent duty assignment with no entry-level training enroute (counted in program element 887320, Transients).\*

Personnel engaged in on-the-job training programs at their permanent unit of assignment (counted as members of the permanent unit).\*

\*Denotes changes

## RESOURCE IDENTIFICATION CODE (RIC) DEFINITION

STUDENTSEnd Strengths - Memo Non-Add

	<u>Army</u>	<u>Navy</u>	<u>Marine Corps</u>	<u>Air Force</u>
Active Service Officer Students	0041	0042	0043	0044
Active Service Enlisted Students	0131	0132	0133	0134

Active duty military personnel attending noninitial entry schools of 20 weeks or longer duration as a PCS duty assignment or undergoing noninitial entry training in a temporary duty status while on PCS orders. For purposes of this definition, noninitial entry training is defined as any temporary or permanent duty PCS training accomplished after arrival at a member's first permanent nontraining duty assignment. Includes officer candidates.\*

Student RICs will be used only in the program elements comprising the Defense Planning and Programming Categories of Individual Training and Force Support Training.

Exclusions:

Enlisted Trainees  
Officer Accession Students\*

Personnel assigned to correctional or behavioral training facilities to undergo motivational and behavioral rehabilitation in lieu of confinement. See PE 887210, Personnel Holding Account.

Reserve component personnel temporarily on active duty for advanced training who are not counted as part of active strength.

\*Denotes changes

## RESOURCE IDENTIFICATION CODE DEFINITION

OFFICER ACCESSION STUDENTS\*End Strengths - Memo Non-Add

	<u>Army</u>	<u>Navy</u>	<u>Marine Corps</u>	<u>Air Force</u>
Active Service Officer Accession Students	0045	0046	0047	0048

Officer accession students comprise that active duty officer strength which has not completed initial-entry training. Officer initial-entry training includes officer basic courses and all initial-skill or proficiency training taken prior to commencing movement to the member's first permanent duty assignment. Officer accession student strength also includes all in-transit time from entry into active service through completion of the final course of initial-entry training, which terminates officer accession status. Includes officer students at the Uniformed Service University of Health Services.

Excludes:

ROTC, ROC, AVROC, PLC, and Service academy cadets and midshipmen.  
Armed Forces Health Professional Scholarships Program Students.

Reserve component personnel temporarily on active duty for recruit or other training provided by the active forces who are not counted as part of active strength.

Personnel entering active duty who are traveling to their first permanent duty assignment with no entry-level training enroute (counted in program element 887320, Transients).\*

Personnel who have completed all entry-level and proficiency training and have commenced travel to a first permanent duty assignment (counted in program element 887320, Transients).\*

\*New RIC